



## Senior Human Resources Manager/Human Resources Manager (at the rank of Administrative Assistant I/II) (Ref.: 534609)

### The Role

Reporting to the Associate/Assistant Director of Human Resources, the appointee will supervise a team to provide HR business partnering support to various Faculties, academic departments or administrative offices of the University. He/She will carry out advanced administrative responsibilities requiring in-depth understanding of policies and relevant principles; drive improvements to procedures/operations; resolve problems with application of experience/expertise and by exercising sound judgement; handle non-routine business independently with initiative and effectiveness; and serve committees or working groups as necessary. He/She will also assist in reviewing, developing and implementing HR policies and procedures in some designated areas; and support the University's strategic initiatives and perform ad-hoc duties as and when assigned.

### Qualifications and Qualities

- A good university degree with not less than 8 years' experience at a senior level in HR or related fields;
- Excellent communication skills, written and verbal, in English and Chinese (Putonghua a plus);
- Outstanding interpersonal and influencing skills, with demonstrated leadership qualities;
- Strong organization and multi-tasking abilities;
- Proven analytical and problem-solving skills;
- Strong IT/quantitative skills a plus;
- Experience in a University setting is a plus but not mandatory.

### What We Offer

The appointment will be made on fixed-term full-time contract for 2 years, to commence as soon as possible with the possibility of renewal. A highly competitive salary commensurate with qualifications and experience will be offered, together with contract-end gratuity and University contribution to a retirement benefits scheme at 15% of basic salary (for Senior Human Resources Manager) or 10% of basic salary (for Human Resources Manager).

We are looking for high caliber individuals who appreciate the vision and mission of the University and aspire to acquire international HR best practices in the context of a top-ranking research university. Those with less experience or qualifications may be considered for appointment as Human Resources Manager.

### How to Apply

The University only accepts online application for the above post. Applicants should apply online at the University's career site (<https://jobs.hku.hk>), and upload an up-to-date C.V. Review of applications will commence as soon as possible and continue until the post is filled. Shortlisted candidates will be invited to attend a written test.

*The University is an equal opportunities employer and is committed to equality, ethics, inclusivity, diversity and transparency*